
Emergency Medical Services – Graduate Assistant

One Position Available

Description:

Boston University's Emergency Medical Services (BUEMS) Graduate Assistant is an employee of the Department of Physical Education, Recreation, and Dance (PERD). The position is part-time, 20 hours per week with a monthly stipend and tuition remission. This position falls under the direct supervision of the Managers of BUEMS.

• Qualifications:

- Current Healthcare Provider CPR and Massachusetts Emergency Medical Technician certifications
- At least one year experience as an EMT (two years preferred)
- Current CPR and First Aid Instructor certification preferred
- EMT-Instructor/Coordinator certification preferred
- Ability to perform all the associated pre-hospital practical skills with an exceptional degree of proficiency and possess a strong knowledge of pre-hospital emergency care
- Proficiency in Microsoft Office products and Windows 7 preferred

• Responsibilities:

- Prepare, coordinate, and instruct all levels of CPR, first aid, continuing education classes and EMT class
 - Maintain records of instructors, students and classes, and the associated costs and income
 - Contribute to EMS budget reports
 - Interact with and provide written and verbal feedback for instructor staff
 - Maintain and manage inventory of class equipment, textbooks, paperwork, and supplies
 - Assist with the running of the EMT class by:
 - Scheduling and coordinating lab days and instructors, this includes weekday and weekend dates
 - Updating lecture and lab material
 - Managing and monitoring tests and student performance
 - Collecting and updating student records
 - Assisting with maintaining and preparing equipment for class
 - Performing QA/QI on lectures, labs, and instructors
 - Maintaining online educational platforms, interface with IS&T and Jones & Bartlett as necessary
 - Teaching lectures and/or labs as needed
 - Perform record keeping and general administrative tasks as directed by the Manager or Asst. Manager of EMS
 - Assist in the creation and editing of documents, publication material, and web-based material
 - Manage BUEMS email account and answer emails and voicemails
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- Provide back-up support and coverage for BUEMS operational shifts and provide administrative support for EMT supervisors
 - Assist with other PERD-related tasks and duties as assigned

Application Process:

If interested, please contact:

Boston University Emergency Medical Services
Department of Physical Education, Recreation & Dance
915 Commonwealth Avenue
Boston, MA 02215
617-353-8032 | 617-358-3759 | buems@bu.edu

